Request for Quotations

Annotated Bibliography on sexual and reproductive health and rights for girls and young women

**Main Facts Table**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
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<tbody>
<tr>
<td>RFQ reference</td>
<td>FY18-033 - Annotated Bibliography on sexual and reproductive health and rights for girls and young women</td>
</tr>
<tr>
<td>RFQ launch date</td>
<td>23&lt;sup&gt;rd&lt;/sup&gt; October, 2017</td>
</tr>
<tr>
<td>Contract Manager</td>
<td>Sophie Tanner</td>
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<tr>
<td>Deadline for submission of offers</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; November, 2017</td>
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Submission of offers to

*procurement@plan-international.org*

*Please include the RFQ reference number above in all correspondence*
Background Information on Plan International

Founded more than 70 years ago, Plan International is one of the largest children’s development organisations in the world. Plan International is independent, with no religious, political or governmental affiliations. We work together with children and communities in over 50 developing countries across Africa, the Americas and Asia, and with our supporters and funders in 20 countries to promote child rights and lift millions of children out of poverty.

Children are at the heart of everything we do. Plan International is a Child Centered Community Development organisation, this means we work with children, their families, communities, organisations and local governments to bring about positive change. When children and adults work together as part of the change process, it is more likely that programmes will be successful and sustainable. Plan's work is linked to the United Nations Convention on the Rights of the Child.

Plan International is committed to making lasting improvements to the lives of children living in poverty in developing countries. Plan International's active support for child development over a long period of time aims to improve the healthy development of children from before birth, through safe delivery, preschool care and development, primary and secondary education, to an adulthood in which they can be valuable and productive members of their community.

Our work also shows that when you invest in the girl child the impacts on development are much higher. We believe that girls’ access to education and legal rights can break the cycle of poverty and discrimination that girls face around the world. Investing in girls is the key to eliminating the cycle of poverty.

For more information about Plan International please visit our web site at www.Plan-International.org.

1. Annotated Bibliography on sexual and reproductive health and rights for girls and young women - Requirements

Plan International are inviting interested parties to supply quotations (Request for Quotation) for the provision of the development of an Annotated Bibliography on sexual and reproductive health and rights for girls and young women. Successful bidders will be expected to enter into a formal contract with Plan International.

Each successful bidder is intended to be a Provider, but the contract pertaining to this RFQ shall not constitute an exclusive contract and Plan International, at its sole discretion, reserves the right to enter into agreement with other suppliers, for the same type of services at any time, whenever it deems it necessary.

If you believe that your company may be in the position to meet any of our specified requirements and would like to be considered as a potential supplier firstly complete and return Annex 1 – “Confirmation of Intention to provide Quotation” as soon as possible, and thereafter complete and submit all the required documents as listed in Section 2.
This RFQ dossier has been issued for the sole purpose of obtaining offers for the supply of goods or services against the specification contained within this document and Annexes. Plan International reserves the right not to enter into or award a contract as a result of this RFQ.

Any attempt by the bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing bidders will lead to the rejection of its offers and may result in the termination of a current contract where applicable.

**Background Information**

Plan International is about to start its new Global Strategy, which has six priority thematic areas or “Areas of global Distinctiveness”. These areas articulate Plan's global strategic ambition in the coming five years and aim to help the organization to develop coherent programme and influencing practice as well as global thought leadership around key themes that we believe we add value to and that can significantly shift the dial in achieving children’s rights and equality for girls.

One of these areas of global distinctiveness, under the thematic area ‘decide’, is sexual and reproductive health and rights. Under this area, Plan International seeks to ensure that children, adolescents and young people, particularly girls and young women, have control over their lives and bodies, and make informed choices about identity, relationships, and if and when to have children.

**Purpose and scope**

The purpose of this annotated bibliography is to support the development of a comprehensive theoretical frame for Plan International on how to promote and support gender sensitive child protection. The main objectives are to:

(a) *Address knowledge gaps:* What evidence exists on sexual and reproductive health and rights for girls and young women, particularly in terms of service provision, comprehensive sexuality education and changing social norms? To what extent did such interventions reduce harmful practices such as CEFM and FGM/C?

(b) *Identify tools and resources for programming:* What knowledge and resources are available that could inform current and new programmes on SRHR service provision, comprehensive sexuality education and changing social norms to reduce harmful practices.

(c) *Inform Plan’s research agenda:* What knowledge gaps exist that could be addressed through research projects on SRHR, which Plan International could undertake to contribute to sectoral knowledge or design programmes or advocacy?

Evidence should be drawn from low and middle income countries wherever possible, however, where there is little or no evidence on specific topics it may also be necessary to draw on evidence from high income countries.
The main areas for this enquiry are:

- **Improving quality and relevance SRHR service provision** for children, adolescents and young people, including adolescent mothers:
  
  I. What is known about effective models to improve quality and relevance of existing SRHR service provision for children, in particular teenage mothers (including on maternal health)?
  
  II. What is known about the effective models of children and young people’s participation in service monitoring to improve access and quality in LMICs?

- **Improving information about and capacity on sexuality and SRHR** through comprehensive sexuality education:
  
  I. Acknowledging that there is a large body of evidence on CSE, what are the seminal studies on what works, and potential research gaps, with particular consideration of community and youth led services?

- **Changing social norms to enable access to SRHR and combat harmful practices**
  
  II. What evidence is there of social norms programmes, including those working with men and boys, on improving access and quality to sexual health services for women and girls?
  
  III. What evidence is there of social norms interventions that contribute to the reduction of harmful practices (such as CEFM and FGM/C)?
  
  IV. What evidence is there of engaging community members, including civil society organisations and local traditional/religious leaders, resulting in reduction of harmful practices (particularly CEFM & FGM/C)?
  
  V. Given there is a large body of evidence on prevention of sexual and gender based violence against children, what are the seminal studies on what works, minimum standards for intervention and potential research gaps?

**Required Outcomes**

- A draft report for comment by Plan International (edited and proofread) making provisions for two rounds of comments.

- A final, edited and proofread annotated bibliography incorporating any comments from the two rounds of comments from Plan International.

In case of any change made, in the scope of work by Plan International because of an increase or decrease in the cost or time required for performance or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.

All documents prepared during the assignment will be treated as Plan International’s property.

**Key Selection Criteria for Consultant**

Qualification and Experience:

- Significant professional background in editing and writing.
• Previous experience in conducting similar work for INGOs or international donors will be preferred.

Knowledge and skills:
• Excellent analytical, facilitation, interpersonal, communication and reporting skills.
• Understanding of sexual and reproductive health issues for women and girls, including service delivery, comprehensive sexual education.
• Understanding of development, child rights, child protection, and gender equality
• Excellent written and spoken English.

Deliverables
Due to the time sensitive nature of this project, the following timeline must be kept:

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<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Kick-off meeting</td>
<td>10 November 2017</td>
</tr>
<tr>
<td>First draft submitted to Plan</td>
<td>15 December 2017</td>
</tr>
<tr>
<td>Plan review and feedback</td>
<td>5 January 2018</td>
</tr>
<tr>
<td>Second draft submitted to Plan</td>
<td>19 January 2018</td>
</tr>
<tr>
<td>Plan review and feedback</td>
<td>2 February 2018</td>
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<tr>
<td>Final report submission</td>
<td>16 February 2018</td>
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In the event that additional time is required to complete the contract, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by Plan International in writing.

2. List of documents to be submitted with the RFQ

RFQ must be inclusive of the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Rationale</th>
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<tr>
<td>C.V of the consultant(s) assigned to the work</td>
<td>Evidence of experience and capability in fulfilling the task</td>
</tr>
<tr>
<td>Cost Proposal</td>
<td>The company provides a total cost for the completion of this project.</td>
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</tbody>
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3. Submission of offers
The offer must be sent via email to Procurement@plan-international.org

Offers must be received before the deadline specified in the “Request for Quotations”

Pricing for services should state whether they are fixed or non-fixed.

4. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan’s discretion.

Plan International, at its sole discretion, will select the successful RFQ.

Plan international shall be free to:
- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier and a site visit by Plan International staff, to offices.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

5. Contract Payment terms

Please note that, if successful, Plan International’s standard terms of payment are 30 days after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

6. Plan International’s Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

7. Clarifications

The onus is on the invited companies to ensure that its offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this tender, please email: procurement@plan-international.org

Thank you for your proposal.